Make Time to Engage

“You can’t kill time without injuring eternity”
- David Thoreau

Time Management

- Personal process
- Adapt to your style and situation
- Your decision to manage time is only a matter of breaking old habits

“Time is the most valuable coin in your life. You and you alone will determine how that coin will be spent.” - Carl Sandburg
Six Steps to Better Time Management

1. Setting and achieving goals
2. Evaluate the use of your time
3. Use planning tools effectively
4. Delegation
5. Organize with purpose
6. Conquer the time traps

Goals and Time Management

<table>
<thead>
<tr>
<th>Goal</th>
<th>Project 1</th>
<th>Task</th>
<th>Task</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal</td>
<td>Project 2</td>
<td>Task</td>
<td>Task</td>
<td>Task</td>
</tr>
<tr>
<td>Goal</td>
<td>Project 3</td>
<td>Task</td>
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<tr>
<td>Goal</td>
<td>Project 4</td>
<td>Task</td>
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<td>Project 5</td>
<td>Task</td>
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<td></td>
<td>Project 6</td>
<td>Task</td>
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<td>Task</td>
</tr>
</tbody>
</table>
Goals that Work!

– Written and reviewed often
– Posted where you see them
– SMART
  • Specific
  • Measurable
  • Action-oriented
  • Realistic
  • Time bound

“If you don’t know where you’re going, how will you know when you get there?”

Goal Examples

– Complete groundwater testing at new 7-11 site and provide draft report by 6/15
– Earn Masters degree in geology by 5/2007
– Complete and conduct 100% of EDPs by 3/28
– Increase and maintain utilization by 5% by 6/30

Exercise – On page 3 of your workbook, write one or two SMART goals using one of your professional goals or a personal goal
Step 2 - Evaluate the Use of Your Time

- Understand the time modalities
- Track and evaluate where you spend your time

Modes of Time

<table>
<thead>
<tr>
<th>&quot;Investment Mode&quot;</th>
<th>&quot;Priority Mode&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning</td>
<td>Billable work</td>
</tr>
<tr>
<td>Process improvements</td>
<td>Support for billable work</td>
</tr>
<tr>
<td>Building relationships</td>
<td>Pressing problems</td>
</tr>
<tr>
<td>Self development</td>
<td>Pursuing new work/clients</td>
</tr>
<tr>
<td>Physical/mental health</td>
<td>Fire-fighting</td>
</tr>
<tr>
<td></td>
<td>Handling crises</td>
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</table>

<table>
<thead>
<tr>
<th>&quot;Diversion Mode&quot;</th>
<th>&quot;Trap Mode&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retained duties</td>
<td>Interruptions/some phone calls</td>
</tr>
<tr>
<td>Some mail</td>
<td>Some e-mail/mail reports</td>
</tr>
<tr>
<td>Some phone calls</td>
<td>Some meetings</td>
</tr>
<tr>
<td>Trivia/busy work</td>
<td>Many popular activities</td>
</tr>
<tr>
<td></td>
<td>Apparent pressing problems</td>
</tr>
<tr>
<td></td>
<td>Visitors</td>
</tr>
</tbody>
</table>

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Exercise - Evaluate Bill’s Time

1. Look at Bill Johnson’s ‘typical’ activity log on workbook page 7
   - Identify patterns in Bill’s time management
   - Are there areas that could be improved?

<table>
<thead>
<tr>
<th>Activity</th>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>Th</th>
<th>F</th>
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</thead>
<tbody>
<tr>
<td>Phone (in)</td>
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<tr>
<td>Phone (out)</td>
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<tr>
<td>Break</td>
<td>X</td>
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<tr>
<td>Meeting</td>
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<td>X</td>
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<tr>
<td>Project #1</td>
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<td></td>
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</tr>
<tr>
<td>Project #2</td>
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</table>

Note: X = 15 minutes; less than 15 is written as a number

Exercise - Track Your Time

- Use the blank activity log in back of workbook
- Track your time beginning this morning

Exercise Extension – After the Workshop
- Make 5 copies of a blank form (also in workbook)
- Track your time daily for at least a week
- Identify areas that could save you time
- Create a SMART goal to make the change
Step 3 – Use Planning Tools Effectively

– Your energy cycle
– Planning tools

Your Energy Cycle

– Individual to everyone
– No right or wrong energy cycle
– Are you an owl or a rooster??
Chart – Typical Energy Cycle

Average energy level

Owl or Rooster?

Exercise – ‘My Time Manager’

– Draw your energy cycle.
– List some tasks that can be done during your low cycle.
– What are tasks you want to do during your ‘high’ cycle?
Planning Tools

Typically used for:
- To-do lists
- Calendar or deadline references
- History

There are three levels of planning tools that can be used alone or in combination:

- Paper (notebooks, journals, etc.)
- Organizers or planners
- Electronic (computers, PDA, etc.)

Which do you use?

Step 4 - Delegation

Delegation: the transfer of an activity from one person to another while retaining accountability for the outcome.

Exercise – In groups, discuss:
- Why should we delegate
- Why don’t we delegate
- Consequences of not delegating
Responding to Delegation

Saying ‘no’
- Make sure you understand the request
- Stick to your plan (how will this help you meet your goals?)
- Be polite but firm – assertiveness is a positive attribute
- Help by providing alternatives

When you can’t say ‘no’:
- Show your schedule and current workload
- Explain how much time you have available
- Ask for help prioritizing – what should I give up?

Step 5 - Organize with Purpose

- Knowing where to look saves time
- E-mails, papers, mail, articles, etc.
- Must be willing to:
  - Put stuff away
  - Throw stuff away

A place for everything and everything in its place
If You’re a ‘Filer’

- Use alpha system (A – Z)
- Standardize – make a rule and stick with it
  - File by topic, company, or person
- Keep file folders handy – if you have to search, you won’t file
- Keep a to-be-filed stack and schedule time to file
  - When are your ‘low energy’ times?
- Drawers less than ¾ full
- Purge files yearly
  - Great review of where things are
  - Clean out what you don’t use

Step 6 – Conquer the Time Traps

a. E-mail
b. Mail
c. Meetings
d. Telephone
e. Visitors
f. Waiting for others
g. Procrastination
E-Mail

– Set time aside
– Turn off notification
– Turn off e-mail
– Organize e-mail in folders – In-box empty
– Create mailing lists
– Use e-mail when appropriate
– Use the phone to respond if it’s faster
– Use quick reference guide

Telephone - Cell

– Your cell phone works for you, not the other way around
– Put your cell phone on vibrate mode
– Use caller ID
– Turn it off
– Ask family and friends to text message
Additional Tips

In your workbook (page 29), there are some additional time saving tips in the areas of:

– Commuting and/or in the car
– Travel
– With your kids
– At home

Making it Stick!

– Post your ‘My Time Manager’ list and review daily
– Track your time for at least a week
– Develop ‘To do’ lists that meet your needs
– Change at least one work habit to reflect your energy cycle
– Read your goals every day; address obstacles
– Use ‘Organizing with Purpose’ process for clearing your desk and e-mail. Continue using as new ‘stuff’ arrives.
– Implement at least 3 actions from your ‘My Time Management’ form in the next 21 days.
Questions?

Thank You